

WILDLIFE CORRIDOR CONSERVATION AUTHORITY

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MEMORANDUM

Date: December 17, 2008

To: The Governing Board Members

From: Joseph T. Edmiston, FAICP, ASLA (Hon), Executive Officer

Subject: **Agenda Item XVIII:** Consideration of resolution recommending an amendment to the Wildlife Corridor Conservation Authority Joint Exercise of Powers Agreement to increase membership fees for Wildlife Corridor Conservation Authority members.

Staff Recommendation: That the Governing Board adopt the attached resolution recommending an amendment to the Wildlife Corridor Conservation Authority Joint Exercise of Powers Agreement to increase membership fees for Wildlife Corridor Conservation Authority members.

Background: Section 17.0 of the Wildlife Corridor Conservation Authority (WCCA) Joint Exercise of Powers Agreement (JPA) states in part: "Each party to this agreement shall contribute \$500 per annum." Each party (six total) contribute this amount annually. The annual budget of WCCA is \$3,000. Mountains Recreation and Authority (MRCA) provides staff time and uses its materials and bills the City of Whittier \$3,000 annually.

At the September 27, 2008 WCCA meeting, the Governing Board passed a motion to query their respective cities (and other member entities) to amend the Joint Exercise of Powers Agreement to increase membership fees from \$500 to \$2000 per annum. Since then, only one member, the County of Los Angeles, elected not to pursue this increase. Staff is requesting that the Governing Board discuss the possibility of increasing the membership fees by a smaller amount. If the Board is amenable to this possibility, staff is requesting that the Board decide what is an appropriate amount and to query their respective member boards about this proposed increase. Even a \$500 a year increase (total \$1,000 annual dues per member) will help offset costs and keep the quality of WCCA staff work at an acceptable level. It should also be determined if any of the member cities need to reauthorize a dues increase or whether the only subsequent needed action is a vote by the Board of Supervisors.

To provide some more detail on what this money is used for, during Fiscal Year 2007-2008, the budget covered such items as: postage/ mailing, mileage, operating expenses (copying, CDs and tapes, insurance, etc.), and staff time (with cost allocation). MRCA staff prepares annual documentation of the costs to operate

WCCA as part of the billing submitted to the City of Whittier, which shows that MRCA consistently spends in excess of \$3,000 per year on WCCA-related activities. For example, for the Fiscal Year 2007-2008 billing, MRCA staff showed \$9,539 in expenses, and this only includes a subset of the time that staff actually spent on WCCA activities. Staff also made a rough estimate of the staff time spent on WCCA, and for only the Project Analyst and Board Secretary time, it was estimated to be approximately \$14,000-\$16,000 per year. Attached is a list of some staff tasks.

The posting of meeting materials on the web has not been billed to WCCA in the past, but should be billed in the future to accurately reflect the real costs. Also, operating costs have been increasing with inflation.

WCCA staff cancelled the WCCA mailbox in Brea, which is expected to save approximately \$400 per year. Other potential ways to save money include producing completely electronic agendas and meeting books, relying completely on the web and eliminating any mailing. Note that Advisory Committee members and some Board members have requested hardcopy books. Also, if more of the meetings were telephonic, rather than in person, expenses could be cut. Governing Board members may wish to discuss these possibilities.

The Board may wish to collectively decide to approach their respective Boards about increasing membership fees for WCCA members in an amount between the \$500 current annual amount and the \$2,000 rejected by Los Angeles County. Any increase in membership fees would be an improvement to current conditions in covering the actual costs incurred by MRCA.